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North Carolina State Library
Raleigh

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YOUR STATE LIBRARY



WHAT IT IS WHAT IT DOES

N.C. DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF STATE LIBRARY
109 EAST JONES STREET
RALEIGH, NORTH CAROLINA 27611



The State Library Room in the newly renovated North Carolina Capitol is being furnished and equipped in the style of the 1870s. Furnishings and books of the period are being solicited from individuals and libraries from across the state.

THE STATE LIBRARY

AN HISTORICAL NOTE

The North Carolina State Library, a division of the Department of Cultural Resources, provides library services directly and indirectly to the people of North Carolina.

Its origins date from a collection of books accumulated by State officials in 1812. Unfortunately, this collection was partially destroyed when the State House burned in 1831. The General Assembly of 1837 directed the Secretary of State to assume the duties of a state librarian, and the State Library was housed in the present Capitol when it was completed in 1840. The primary responsibility of the State Library at that time was to serve the State Legislature.

The North Carolina Library Commission was created in 1909 to promote development of public

libraries on the local level. Among its responsibilities were training public library personnel, supplementing local collections and providing advice to trustees and librarians on library services.

The State Library was moved to different locations as modern services evolved. In 1955 the General Assembly combined the State Library and the North Carolina Library Commission into one agency called the State Library, and in 1971 this agency was made a division of the Department of Cultural Resources.

The State Library currently provides varied services in carrying out the many functions it has been assigned. The brief explanation that follows is arranged, like the institution itself, by five sections: Information Services, Public Library Development, Special Services, Technical Services and Administration.



The reading room on the first floor of the Archives and History/State Library Building serves state government employees and other libraries as well as many students.

INFORMATION SERVICES

Accurate, up-to-date information is essential for decision making and planning. The State Library is the agency designated by the Governor to provide timely information to the citizens of North Carolina. This function in the State Library is primarily the responsibility of the Information Services Section, which provides information in printed form in books, documents and magazines, and serves as the center for an information network, generates and relays information to affiliates—local, academic, public and special libraries. It also switches information from one of the components in the network to another. Therefore, affiliates contribute to and benefit from the exchange of information.

Interlibrary Services handles requests for information or materials from all types of libraries across the state. When such requests cannot be met on the local level, they may be mailed or phoned via a toll-free telephone line called In-WATS (Inward Wide Area Telephone Service), the first such service to be installed anywhere. Requests for information or material not available in the State Library's collection are referred to appropriate locations; a request for an article in a medical journal, for example, would be referred to a medical school library.

Interlibrary Services also draws upon the information and material resources of three major universities in Chapel Hill, Durham and Raleigh, and maintains the Union Catalog, a card file of the holdings of more than 100 academic, public and special libraries in North Carolina. This catalog



The State Library audio visual branch supplies various groups, such as civic organizations, professional groups, individuals and schools with films on all subjects, from a collection of more than 2,700 titles on 4,000 films.

permits librarians to determine locations for more than two million titles. A specific book can be obtained from another library through an interlibrary loan process when the book is not in a particular library's collection.

Reference Services provides information and material to employees of all other state agencies. Whether it be the latest management concept from the "Harvard Business Review" or information concerning public health programs, state employees can count on this branch to furnish information vital to the workings of state government. Recent statistics reveal that this branch in one year processed over 36,000 requests for informa-

tion. In filling these requests, staff draw upon their knowledge of sources of unpublished government data and a sizable collection of published materials to fulfill the State Library's role as official information center for state government.

Documents Services maintains a large collection of selected federal and all state documents in carrying out the State Library's role as a depository library, or a library legally designated to receive government publications. Statistics from census records and other sources are utilized by such agencies as local and state planning boards. Other types of hard data are extracted from the endless types of information—social, economic, legal, cultural, scientific or just downright practical—that would otherwise be overlooked in a mass of federal (236,000) and state (80,000) publications.

Genealogical Services is a heavily used branch by those who wish to study their ancestry. Apart from the recreational aspect of compiling family histories, genealogy is also important in legal matters, such as settling disputed inheritance claims, and medical applications, identifying inherited diseases by gene pools, for example. Materials utilized by Genealogical Services include printed family histories, early census records and official records of wills and marriages for North Carolina and other states.

Audiovisual Services oversees a popular collection of 16mm films, circulated to citizens of the state through their local public libraries. In one year, as a result of 45,000 requests, these films were viewed by a total audience of 2,800,000 viewers, or some 7,700 people each day of the year. Audiovisual Services staff also provide aid to libraries and social organizations across the state in planning film programs on specific topics.



Genealogy is an extremely popular branch of the Information Services Section. An average of 1,207 patrons are served by mail, in person and by telephone each month, with May being the most popular month for genealogy searches.



The highly successful "Storytelling Festival in the Park" an annual feature held on the N. C. Capitol grounds, is a function of the Public Library Development Section.

PUBLIC LIBRARY DEVELOPMENT

Library service on the local level is a basic concern of the Public Library Development Section (PLDS). A statewide system of the size and complexity of North Carolina's demands leadership, the stimulation of new ideas and encouragement in utilizing efficient methods of operation. To improve and equalize library service in all parts of the state, consultant services and financial aid are provided to county and multi-county regional libraries.

Consultants find themselves involved in a variety of activities as speakers and resource personnel: planning and conducting workshops, conferences and other types of inservice training for public library employees; disseminating information and printed materials; and serving as members of professional organizations. The consultants communicate with public libraries by way of regularly scheduled visits as well as by letter and telephone.

General consultants, responsible for the eastern and western portions of the state, consult with library directors, boards of trustees and local government officials. They suggest methods of efficient library operation, promote cooperative efforts among neighboring libraries and help plan for new facilities. Advice is offered on such administrative matters as personnel, finance and budgeting, library laws, building construction and renovation, equipment, space utilization, services and operational procedures.

Special consultants represent every segment of the state's population in the broad categories of children, young adults and adults. The Children's

Consultant aids in the development of children's services through talks and the printed word on local, state and national levels. Specific activities include regional quarterly meetings for children's librarians that encompass idea sharing, inservice training, problems, program planning and selection and evaluation of materials. This consultant also edits "The Booklist" newsletter, a source list of materials, and conducts special workshops and events. The first annual Storytelling Festival celebrating National Library Week, for example, allowed 70 children's librarians from 60 counties to reach 5,000 people.

The Young Adult Consultant works with public library staff in service to young people, and helps develop attractive browsing areas of materials aimed specifically at their interests. Young people themselves get involved, contributing ideas and feedback through youth councils, discussion groups, film sessions and reviewing projects. Source lists of books, films and other materials for young adult collections are compiled by this consultant, who also supervises the annual Extension Homemakers Reading List distributed by the Agricultural Extension Department of North Carolina State University.

The Adult/Continuing Education Consultant undertakes efforts geared to help public libraries provide services to adults, and coordinates continuing education projects sponsored by the State Library for the inservice training of public library personnel. This specialist has organized and conducted workshops on such topics as genealogical materials, bookmobile maintenance and design, management and budgeting techniques and reference materials to answer informational needs.

A fourth specialist, the Community Relations Consultant, advises library staff on improving a library's visibility by employing effective public relations techniques. Training sessions are held in the areas of publicity, printed materials and other channels of communication, and materials promoting library services are prepared and distributed.

The State Aid to Public Libraries Fund was established in 1941 to "improve, stimulate, increase and equalize" public library service throughout the state. PLDS currently administers over 3.4 million dollars in State Aid grants to county and regional, or multi-county, library systems. Based on such factors as local needs, interests, area and population served, grants are awarded to counties and regions that qualify.

PLDS promotes the most efficient services at the lowest cost per capita, in keeping with trends toward larger units of service and cooperative projects among libraries. The 15 regional library systems that encompass 49 counties receive over

\$550,000 in regional grants; county library systems receive basic grants of \$4,000. Effort grants, per capita grants based on an Effort Index Score derived from a library's operational expenditures from local funds, total more than one million dollars. Other types of State Aid grants include personnel grants for professionally trained librarians in excess of 1.2 million dollars and employee study grants of \$3,000 for library employees who wish to attend library school. The net result of State Aid is in terms of greater financial support, more adequate staff, and more and better materials, all of which contribute to better library service.

SPECIAL SERVICES

According to one definition, *special* means uncommon, noteworthy or extraordinary. Such terms apply to the Special Services Section, which serves two segments of the state's population: blind and physically handicapped individuals and residents of state institutions.



With this machine, the Special Services Section duplicates cassette tapes in its Dale Street offices. These tapes are then mailed free to blind and physically handicapped patrons all over the state to be played on their "talking book" machines, which are also supplied free of charge.

Because of its unique space requirements, Special Services is located in a building separate from the State Library at 1314 Dale Street. The North Carolina Regional Library for the Blind and Physically Handicapped is the only library of its kind in the state. It provides books and magazines for anyone who, because of a visual or other physical disability, is unable to read or hold a standard print book. As the "public library" for blind and physically handicapped North Carolinians, books in various formats—large print or "talking books" recorded on records or cassette tapes—are provided.

The Regional Library is a cooperative effort of the State Library, which provides the facility and staff, the Division for the Blind and Physically Handicapped of the Library of Congress, which provides materials and equipment, and the U. S. Postal Service, free mailing privileges for materials.

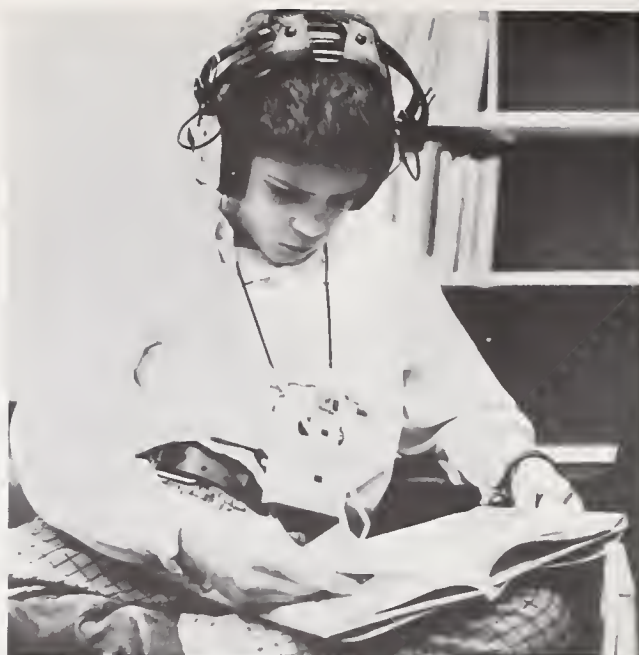
"Talking book machines," specially adapted record players and cassette players, are loaned to individuals using the services of this "mail order" library. Records are maintained of items borrowed for each user, who may select titles from catalogs and a bi-monthly newsletter available in large print, braille or on cassette tape.

In addition to circulating materials and providing readers advisory service, the Regional Library, with volunteer help, produces some of its own books and magazines of special interest to North Carolina readers in braille and on tape.

Two In-WATS lines are available for finding out more about these services. Call toll free from any place in North Carolina by dialing your access code and 800-662-7726.

To develop library services to the institutionalized, Special Services employs two consultants to work with prisons, training schools, alcoholic rehabilitation centers, schools for the deaf and blind, centers for the mentally retarded, and mental, orthopedic and specialty hospitals. One consultant specializes in services to adults; the other, services to juveniles.

The consultants assist administrators in planning libraries for new institutions, develop services and improve collections, help recruit personnel, provide inservice training to institutional library staff, and channel state and federal grants to institutional libraries. They also assist public library staff in planning library services to local institutions.



A young reader at the Central North Carolina School for the Deaf in Greensboro enjoys a book in the library which is under the direction of the Special Services Section of the State Library.

TECHNICAL SERVICES

A library of any type cannot operate efficiently without attention to the details involved in acquiring, cataloging, classifying and processing materials.

The Acquisitions Branch orders more than 5,000 books and hundreds of magazines, newspapers and microforms each year; handles the binding of more than 1,000 books a year; and maintains statistical records of materials for use by professional staff in building and maintaining strong representative collections.

Books and other materials must be cataloged (entered into a catalog which records, describes and indexes a library's holdings) and classified (assigned to a specific location by "call number" in a system of classification such as the Dewey Decimal system) in order to be accessible. Catalog cards, in describing the book, allow access either by author, title or subject.

The Cataloging Branch, in carrying out the above functions, plugs into the Southeastern Library Network (SOLINET), an electronic data processing network of libraries in 10 southeastern states. Cataloging information obtained from the regional data based through computer terminals is used to produce catalog cards filed in the main



The SOLINET (Southeastern Library Network) computer system links the strongest 22 libraries in North Carolina, 150 in the southeast, and an additional 650 throughout the nation, and supplies bibliographic and location data.



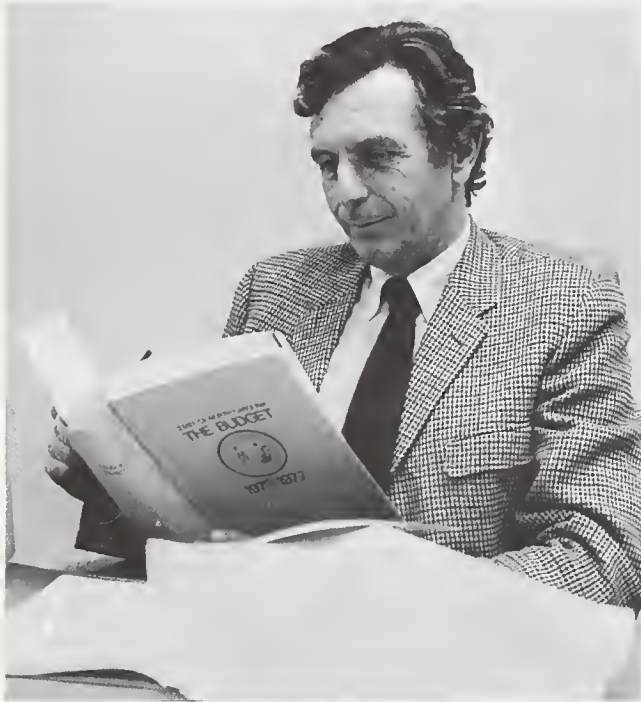
The North Carolina Union Catalog, recently moved from Chapel Hill to the State Library, provides a record of books and their location in the major university, community college, and public library collections.

reading room of the State Library. Materials are processed with plastic jackets and marked with Dewey Decimal numbers to complete them for use.

The Processing Center Branch orders, catalogs, and processes 150,000 books each year for the 80 public and institutional libraries which utilize this service. Completely processed books are shipped weekly to each member institution. These services relieve local libraries of technical services tasks, simplify bookkeeping through monthly invoices, and allow additional time for library staff locally to provide public service directly to their users.

A fourth branch, Services to State Agencies, provides consultant services to 30 state agencies in organizing and maintaining departmental libraries. These agencies are as diverse as the Public Health Library of the Division of Health Services, Department of Human Resources, and the Marine Resource Center Libraries at Fort Fisher, Bogue Banks and Manteo. In addition to technical services functions such as cataloging, classifying and processing materials, this branch supervises

library-related activities of the agencies, serves as liaison between the State Library and all state agencies, and fosters cooperation among the agency libraries. This branch also furnishes a reference librarian for the legislative library to assist with informational needs while the General Assembly is in session.



Director, Division of State Library, David N. McKay.

ADMINISTRATION

Implementing goals and objectives of library service for the entire state requires leadership and planning. The State Librarian and the Assistant State Librarian work with other agencies, professional organizations such as the North Carolina Library Association, citizens' groups and governmental units to devise means of improving and expanding library service to all citizens of North Carolina. They work constantly toward adequate funding and legislation beneficial to libraries of all types, and are involved in major library issues and problems on a regional and national basis.

Administering federal library programs and funds is another responsibility. Projects funded by the Library Services and Construction Act (LSCA) demonstrate new types of library services to the economically and culturally deprived and the geographically isolated. LSCA funds permit cooperation among libraries and provide support for statewide services as diverse as PLACE (Public Library Action for Children's Education), a children's out-

reach project of the Forsyth County Public Library, and a foreign language collection administered by the Cumberland County Public Library for residents of the state with limited English-speaking abilities. During Fiscal Year 1976, public libraries throughout the state received funds exceeding \$592,000 to undertake 30 special projects funded by LSCA. Construction of libraries is also made possible through federal funds from LSCA and other sources.

Administration coordinates the work of other sections to achieve divisional and departmental objectives. Program management, inservice training and development of personnel, effective communication and budgeting are all major concerns.

Finally, the State Library, along with state library agencies in the other 49 states, is responsible for statistical reporting to the federal government on all academic, public, school and special library activities, and helps coordinate a national library network which encompasses libraries of every size and type in North Carolina.

THE STATE LIBRARY IS:

- Administrator of library projects throughout the state
- A collection of 200,000 books and thousands of documents, films, magazines and microforms
- Home of the North Carolina Union Catalog
- A leader in statewide library development
- Official information center for state government
- A processing center for public and institutional libraries
- The center for a statewide information network

THE STATE LIBRARY SERVES:

- Citizens through their local public libraries
- Blind and physically handicapped people
- Librarians and staff, trustees, friends of the library groups
- Members of the North Carolina General Assembly
- Residents of state institutions
- State agency personnel

PERSONNEL AND SERVICES

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Documents Services733-3343

Genealogical Services733-7222

Interlibrary Services733-3683

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Diana Young
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Eunice Drum, Chief

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Cataloging

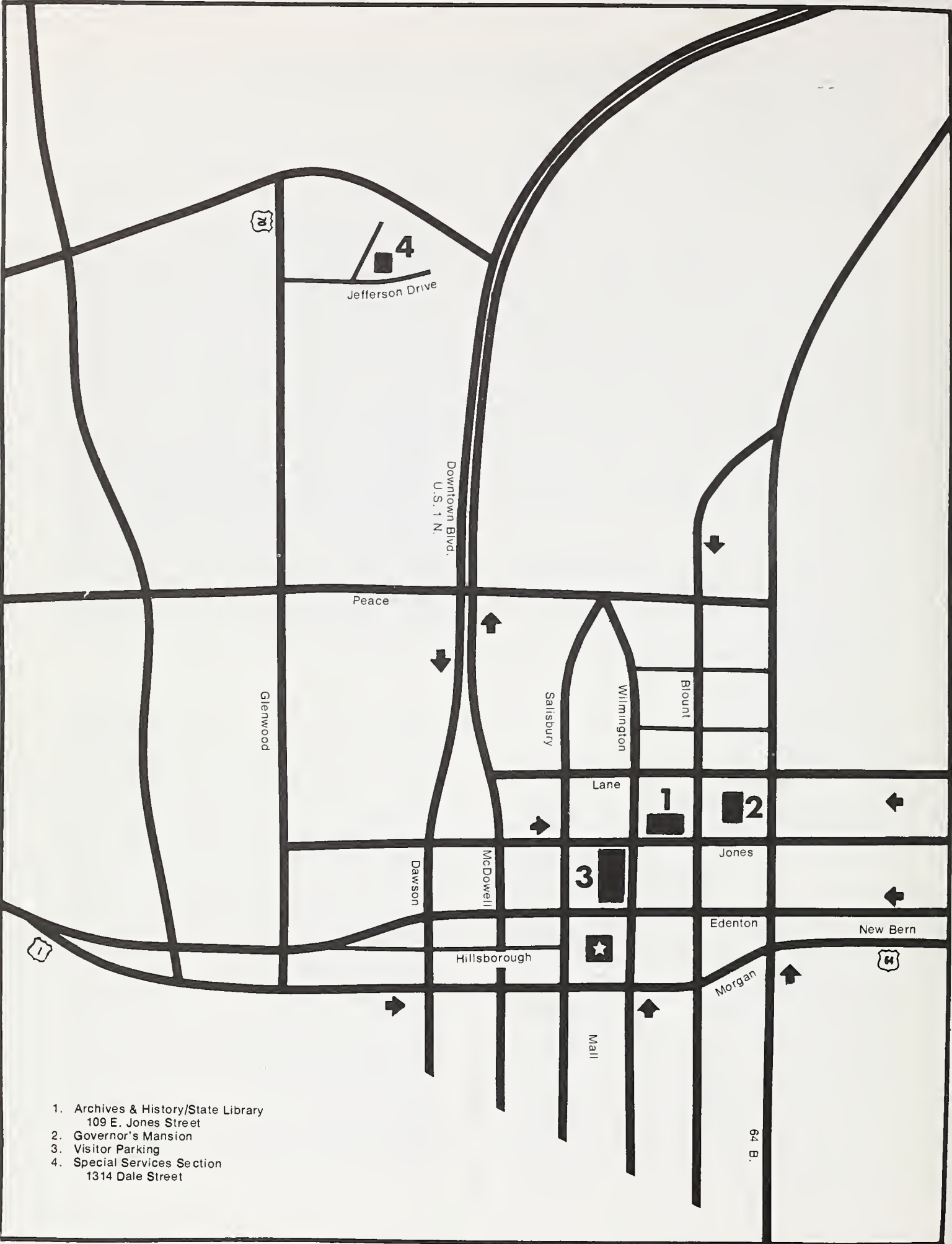
Processing Center

Services to State Agencies

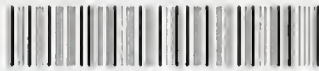
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STATE LIBRARY OF NORTH CAROLINA



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The Hon. James B. Hunt, Jr., Governor, State of North Carolina
Sara W. Hodgkins, Secretary of Cultural Resources
David N. McKay, Director, Division of State Library

